MINIMAL AWARDS

JUNE 1976

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AWARDS COMMITTEE	VEMENT			
5-E-54, HEADQUARTERS			_	DATE 2 JUN 1976
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#### SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 73-33: dated 17 August 1972

, GS-13

25X1A

Chief, Admin Staff
Directorate of Intelligence/IAS
(Now C/Support/NE/DDO)

#### A. Summary of Suggestion

#### 1. Background

It appeared to the suggester that the Agency did not take full advantage of trade discounts offered for prompt payment on certain commercial billings. One example is the Xerox bill for copying equipment which carrier a trade discount of 3% if paid within 30 days. The invoices received in IAS did not indicate that expeditious handling was required to meet the 30 day payment deadline. These bills are received by Office of Finance, identified by user and then sent to the component for approval and obligating. The bills are then returned to the Office of Finance for payment.

#### 2. Suggestion

The Agency take advantage of trade discounts. This would save the U. S. Government a considerable amount in rental and purchase costs. Institute a change in approval and obligation procedures to accomplish this for rental equipment. Using Xerox as an example, the key operator for the copying unit fills out a preprinted post card (exhibit A) with the meter totals and mails it to Xerox. From this, Xerox submits a bill to the Agency. The suggester also proposed that the key operator fill out a duplicate card (exhibit B) signed by the authorized approving officer, obligated by the finance officer, and then sent to the Office of Finance to be matched with the incoming bill. The bill could then be paid based on the approval shown on the card for services received. A similar procedure could be used for other types of rentals that are based on a flat rate instead of a usage rate.

#### B. Evaluations

- l. OF originally declined the proposal in March 1973 stating that the use of the meter card would require its being handled four (4) times by OF/Certification and Liaison Division. This additional handling would require a minimum of ten (10) man-hours per week on Xerox invoices alone. There would also be additional man-hours required in each office having a Xerox machine. Since OF was able to take advantage of at least 80% of Xerox discounts, the suggestion was not considered economical.
- In May 1976, OF/Certification and Liaison Division informed us that the intent of this suggestion was adopted in October 1974. DDA/ISAS controls the rental and purchase of all Agency copying machines. To reduce costs, the responsibility was placed with ISAS to limit the number of machines rented or purchased by the Agency. In accordance with OF/Certification and Liaison Division, it was the decision of ISAS to have meter cards prepared in duplicate with one copy forwarded directly to Xerox Corporation and the other copy forwarded to ISAS. After ISAS receives all of their copies of the meter cards, they are then forwarded to OF/C&LD for verification of the Xerox billing and the supporting documents to the payment of such billings. Xerox Corporation has now reduced their discount terms from 3%--30 days to 3%--20 days; therefore, there is little difference between the discounts taken under the old method and the new method.
- C. Recommendation of the Executive Secretary
  - 1. Not line of duty.
  - 2. \$50 Advisory Award.
- D. Decision of the Chairman

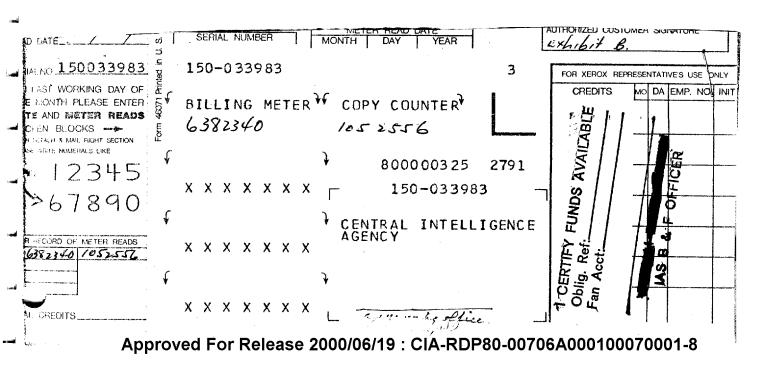
25X1A	Chairman Suggestion and Ashi	7 Aure 76	
_	Chairman, Suggestion and Achievement Awards Committee	Date	
	<b>5</b> 0.		
<b>-</b>	Award		

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#### EXHIBIT A

AD DATE	SERIAL NULL SER MONTH DAY YEAR	WITHORIZED CUSTOMER SIGNATURE
RIAL NO. 150033983	<sup>2</sup> : 150−033983 3	FOR XEROX REPRESENTATIVE'S USE ONLY
I LAST WORKING DAY OF HE MONTH PLEASE ENTER ATE AND METER READS OPEN BLOCKS EN CETACH & MAIL HIGHT SECTION LASE WRITE NUMERALS LIKE	BILLING METER ** COPY COUNTER 6382340 1052556	CREDITS MO DA EMP. NO INI
HS 12345 →67890	X X X X X X X T 150-033983 -	
UR RECORD OF METER READS	CENTRAL INTELLIGENCE AGENCY X X X X X X X	
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EXHIBIT B



#### SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 74-169:

dated 1 November 1973 GS-12

25X1A

Photo Interpreter
Directorate of Science and
Technology/NPIC

#### A. Summary of Suggestion

#### 1. Background

The mission/operation control number was placed on the film can title label and on the film spool label at the film processing facility.

#### 2. Suggestion

Print the mission/operation control number in the optical data block on each frame per operation. This could be done at the film processing facility during the titling phase of the processing. This procedure would save PI time when requesting mensuration and photo orders, eliminate numerous computer print-outs of control numbers for PI use and eliminate errors in ordering photographs by providing an easy reference for the lab technician.

#### B. Evaluations

- 1. NPIC said that the Intelligence Community established a Committee in September 1973 to study changes to the film. This suggestion and about 12 others were submitted to the Committee. All requests were declined; however, study was to be done on them for future systems. The suggestion was declined in August 1974.
- 2. NPIC said that the suggestion was adopted in early 1976. It is of "moderate" value as an additional aid to the control number on the can. The number is now on each frame which is helpful if the film is cut up. If a PI does not have the film can available or a prediction sheet—it could save as much as 10 minutes each time an order is made. It is not possible to determine exactly how much time will be saved. NPIC rates the extent of application "general"; the entire PI Community, i.e., everyone who receives KH film will realize benefits from this suggestion. NPIC says that the procedure applies to several million feet of film.

# Approved For Release 2000 ( A E ) A-RDP80-00706A000100070001-8

- C. Recommendation of the Executive Secretary
  - 1. Not line of duty.
  - 2. \$200 award (MODERATE/GENERAL).
- D. Decision of the Chairman

25X1A

Chairman, Suggestion and Achievement Awards Committee 7 June 76
Date

206,-

# SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 74-237: 25X1A

dated 4 December 1973

Ops Officer

Directorate of Operations/EA

# A. Summary of Suggestion

Rather than write the addressee's name and address on manila envelopes, affix a routing sheet (Form 610 or 237) to the envelope with the addressee's name and address. The recipient office can then remove the routing sheet and reuse the envelope, thus conserving envelopes.

#### B. Evaluations

- 1. On 16 March 1976, the Logistics Services Division, Office of Logistics requested the publication of an employee bulletin encouraging the use of "Peel Off Labels" (Form 3627) as an envelope conservation measure. Employee Bulletin No. 502, "Conservation of Manila Envelopes", dated 2 April 1976, attached. This action was taken by OL/LSD in an effort to reduce the cost of maintaining manila envelopes in stock.
- 2. Agency Forms Management officials said that a notice was drafted in 1973, at the time the suggestion was initially received. However, the notice was not distributed due to an interest and experiment with plastic envelopes. Recently it was found that envelopes were being used at a high rate, resulting in the issuance of the current Employee Bulletin. Forms Management estimates that this reminder bulletin should save 10,000 envelopes annually which would cost between \$400/\$500.

# C. Recommendation of the Executive Secretary

- 1. Not line of duty.
- 2. \$50 award (MODERATE/EXTENDED).

	D.	Decision of the Chairman	
	25X1A	Chairman, Suggestion and	7 Juno 16 Date
أتت		Achievement Awards Committee	Date
		Award	
	Att		



# EMPLOYEE BULLETIN

STATINTL

2 April 1976

#### CONSERVATION OF MANILA ENVELOPES

Manila envelopes that are free of address markings can be reused. To eliminate the wasteful practice of one-time usage, employees are requested to use Form 3627, "Peel Off Labels" for addressing envelopes. These labels are available in the Building Supply Room. An additional savings can be achieved by using the labels to seal the envelope in place of scotch tape. Each envelope you save will help ensure continuing availability.

DISTRIBUTION: ALL EMPLOYEES 1-6

#### SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-149: dated 21 October 1974

25X1A

Sr., GS-14

Deputy Chief, SS
Directorate of Science and
Technology/OTS

#### A. Summary of Suggestion

#### 1. Background

Much Agency correspondence is being over-classified.

#### 2. Suggestion

Charge Agency records management officers with the responsibility of briefing employees regarding the proper classification of material.

#### B. Evaluation

- 1. In November 1974, Chief, Information Systems Analysis Staff said that all authorized classifiers are supposed to have thoroughly familiarized themselves with the contents of Executive Order 11652, including the definitions of the three levels of national security classification. This is not to say that additional training and orientation is unneeded. ISAS was to endeavor to include lectures on classification/declassification in selected OTR courses to be supplemented by a half-day seminar for those employees whose duties call for more intensive instruction.
- 2. The Office of Training found it unappropriate to include this type of instruction in their courses.
- 3. In May 1975, Chief, ISAS said that the Office of Security briefing for new employees now features a session on classification. A more detailed program is planned in the near future including slides and narration. In addition, a new ISAS MBO was proposed and submitted in February to set up

additional training programs relating to classification.

- C. Recommendation of the Executive Secretary
  - 1. Not line of duty.
  - 2. Although the suggestion as presented was not adopted, it seems to have triggered some action and an MBO effort.

    Normally a modest advisory award would be warranted.

    However, because of role on the Special Panel of the Suggestion and Achievement Awards Committee (per he is not eligible for a monetary award.
    - 3. Certificate of Appreciation.
- D. Decision of the Chairman

25X1A

25X1A

Chairman, Suggestion and Date

Achievement Awards Committee

#### SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-319: dated 13 February 1975

GS-11

IO - Geographer Directorate of Intelligence/OGCR

#### Α. Summary of Suggestion

Detailed description of the suggester's proposal to reuse obsolete and superseded OGCR/Map Library maps, attached.

#### В. Evaluations

- 1. OL stated that utilization of old CIA maps for wrapping is not considered practical. Packing and crating operations require continuous rolls so that appropriate cuts can be made. CIA maps vary considerably in size; the process of sorting maps in accordance with dimensions would cost more than prospective yields.
- Chief, Map Library Division, OGCR discussed the use of old maps as note pads with OL/PPD. PPD stated that they did not wish to use the old maps for scratch pads due to the odd sizes; they have plenty of old paper for making scratch pads. Also, map pads would only be useable on one side, whereas the present scratch pads are useable on both sides.
- OGCR said that as a result of this idea, OER and OGCR have been supplied with  $8" \times 10"$  maps for typing manuscripts. Additionally, the reverse sides of large maps were used in place of blackboards during briefing sessions by OGCR personnel. Several hundred sheets have been used in this fashion since the summer of 1975. In June 1975, OGCR began using large size old maps for wrapping map packages.
- 4. A significant portion of the suggestion focussed on the pulping of approximately 289,000 maps in 1974. In order to reduce this large quantity during 1975, approximately 226,000 (8" x 10") unclassified maps were taken to Kline Paper Company for recycling. Although the total number of maps sent to the paper company is nearly the same as the total of maps pulped in 1974, the volume was not as great because of the small size (8" x 10") of the maps sent to the Kline Paper Company. Detailed description of savings attached.

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- C. Recommendation of the Executive Secretary
  - 1. Not line of duty.
  - 2. \$105 award based on annual savings of \$1,002.
- D. Decision of the Chairman

25X1A

Chairman, Suggestion and Achievement Awards Committee 7 June 76
Date

105.

Award

Atts

Re-use of Obsolete and Superseded	Maps	SUGGESTION NO.
RESENT METHOD. The Map Library Division/OGCR annually obsolete maps from its loan and distributated that 303,192 classified and unclassified means of pulping without regard to classified to this was approximately 13 foreign commercial) which were disposed unclassified trash (carried out by GSA)	removes in excess of 300,000 bution stocks. Statistics for ed maps were removed and were ssification or scale of the ma,900 commercial maps (ie - oild of by dumping the domestic r) and by sending the unclassions to be used in a college strength.	disposed of by aps. The only I company, maps in the fied foreign udent summer map urn bags and were
A program to reuse about 65% of the matuse to be issued thru the agency suppl pulped as wrapping paper to wrap maps agencies. A total of 289,292 maps were system in 1974. After examining class concerned, I have determined that 197, note pads, 26,364 could have been used disposed of in the unclassified trash have been destroyed by pulping or burn Reusable maps can be sent to Printing	eps now pulped by making bound by system, and to use another shipped within the agency and re destroyed in the classified diffications, scales, conditions, 408 of these maps could have a swrapping paper by MLD, 31 leaving only 34,086 classified ing. (See Attachment for fur Services Division on a period ferent sizes - 8x10, 5x8, 3x5 that this is already being do can be done for a cost of about 10 the Logistic Services and to the Logistic Services and to the Logistic Services and the supplied to the sup	note pads for agency 20% of maps now to other government trash disposal , and types of maps been used to make ,433 could have been d maps which should ther detail). Ic basis, probably and padded. Mr. one with waste from put 5¢ per pad vices Division for
DVANTAGES  Adoption of this program will reduce save money in the purchase of note page.	the cost of destroying classif	
estimates he can cut his to \$200.00 each week if the load of m about 88%. Using the lower end of the per year equals a savings of \$7500 and	costs of destroying classificates he has to destroy is cut be range, \$150.00 in savings ex	by 233,200
FORM 244 USE PREVIOUS 7-67) EDITIONS CONFIDENTIAL	ADMINISTRATIVE INTERNAL USE ONLY	UNCLASSIFIED (47)

PRESENT METHOD-(CONT)

Logistical Services Division/OL. Then each Saturday BSB transported all CIA classified waste including the disposed maps to DMATC (NW Washington-Maryland line) where the waste was put through a hammermill. The hammermill product is apparently not reusable and is dumped. Chief, BSB (x7975) states that the map library waste constitutes about 1/2 of the bulk of the total processed through the hammermill. He also states that the Saturday operation costs \$351.00 per trip (\$111.00 for rent of machine and \$240.00 in overtime paid). The annual cost of the operation is \$18,252.00.

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The practice of destroying all maps as classified whether classified or not has apparently gone unquestioned for years, the assumptions being that: (1) maps regardless of classification or other protective marking are intelligence material by nature and should therefore be treated as classified; (2) large scale (larger than 1:500,000) DOD maps are not available for other than U. S. Government use except by special agreement and should therefore be disposed of as classified to avert use by the general public or other governments. These assumptions however, do not agree with governing regulations and instruction.

Logistical Services Division (x7975) informs me that the agency annually uses some \$29,100.00 worth of plain unlined note pads. The agency buys 52,800 8" x 10½" pads @\$5.50/dozen, or \$24,000 worth; 12,000 5" x 8" pads @\$2.30/dozen or \$2,300.00 worth for a total cost of \$29,100.00 annually.

25X1A

#### I SUGGEST-(CONT)

made up by PSD. The maps can supply enough paper to make 9870 8" x 10" pads, or 19,740 5" x 8" pads or 39,482 3" x 5" pads or a combination thereof. Pads consist of 100 sheets each. As indicated earlier the agency's requirement for pads is large and exceeds the amount that can be supplied using the obsolete maps and the waste paper pads already produced by PSD.

The 26,364 maps to be used as wrapping paper will wrap 26,364 packages. At present Kraft paper (36" by 300 yard rolls) is being used as wrapping. It costs \$8.30 per roll and will wrap about 300 packages. The Map library wraps and sends out about 30,000 packages annually at a cost of \$830.00 for wrapping paper.

I will now address the contention that maps should be destroyed as classified regardless of classification and protective markings. After much research I govern the destruction of 25X1A find that: (1) Agency regulations classified wastes. Classified maps should be treated accordingly. (2) There is no agency regulation or any other guidance pertaining to the disposition of unclassified maps. (3) DOD and Defense Mapping Agency instructions require that classified DOD maps be destroyed in accordance with pertinent regulations; That maps with special markings such as "FOUO" and "Distribution Limited" must be torn or cut, so as to preclude their further use as a map, and disposed of in an unclassified manner; and that unclassified maps 1:500,000 and smaller can be disposed of without precautions. No guidance is given for the disposition of unclassified maps larger than 1:500,000. Therefore, DMA Staff Security Director (254-4411) and Mr. I contacted Ltc. DMA Security Technician (254-4507) who advised me that since there is no DOD guidance, maps larger than 1:500,000 should probably be treated

like FOUO maps and be cut or torn before being disposed of in an unclassified manner. They also advised me that it is a common practice for DOD components to reuse pricy si Ford Release 2000/06/19 cla-RDR80e00706A000100070001-8

25X1A 25X1A

#### ADVANTAGES-(CONT)

By producing 9,870 8"  $\times$  10 1/2" notepad the agency can save \$4523.75 in the amount spent on commercially produced pads minus the cost for PSD to produce the pad - \$493.50 for a net savings of \$4030.25.

By using another 26,364 obsolete maps as wrapping paper for internal and some external map shipments a savings of \$728.74 in the amount paid for wrapping paper can be realized.

Some reduction in the cost of transporting maps from 159-E to Headquarters will result but the amount is difficult to ascertain. BSB will continue to transport 34,086 classified maps and the 197,408 maps to be padded which it will deliver to PSD, but will not have to transport 57,797 maps which will be used as wrapping paper or thrown out in unclassified trash.

Saving in cost of destroying classified waste	\$ 7,500.00
Savings in purchase of notepads	4,030.25
Savings in purchase of wrapping paper	728.74
Total Annual Savings to Agency	\$12,258.99

# Approved For Release 2000/06/19: CIA-RDP80-00706A000100070001-8 Maps Removed from Stock by Type

1974

TY PE	NUMBER OF COPIES
Distribution Maps	92,675
CIA Maps	137,510
Air Maps	52,729
Loan Maps	20,278
Total Removed	303,192

Incl I

Planned Disposition of Maps

Distribution Maps (92,675)

Commercial (15% of total) ------Domestic to unclassified trash, 13,900 maps Foreign to Library of Congress. Classified (10% of remainder) ----- Destroy by burning or pulping 7,877 maps Unclassified - Any scale with------Available for Reuse as Pads and without special markings (Remainder of Distribution Maps) 70,898 maps CIA Maps (137,510)Classified (8% of total) ------Destroy by burning or pulping 11,000 maps Unclassified - any scale------Available for reuse as pads (92% of total) 126,510 Air Maps (52,729)Classified (25% of total) -----Destroy by burning or pulping 13,182 maps Unclassified - small scale------Available for reuse as wrapping folded (66% of remainder) paper 26,364 maps Unclassified - large scale------Dispose of in unclassified trash folded (34% of remainder) after tearing or cutting 13,182 maps Loan Maps

Loan Maps (20,278)

Classified (10% of total)------Destroy by burning or pulping 2,027 maps

Unclassified (90% of total)--------Dispose of in unclassified trash
18,251 maps after removing agency markings

#### SAVINGS COMPUTATION

	OFFICE	ITEM	ANNUAL	COST	SAVINGS
	OER	22,000 copies 8" x 10" maps for typing manuscript drafts			
	OGCR	+8,000 30,000 sheets of typing paper (60 packages/8 months) or 90 packages for 12 months @ \$4 each	\$	360	
	OGCR	300 sheets		2	
	Map Library	30" x 40" = 6,000 sheets 300 sheets per roll wrapping paper = 20 rolls @ \$8 each		160	
•		Pulping Estimated that 226,000 maps would have required about 10 metal "classified" mobile containers annually. Chief, Building Services Branch/OL estimates that this avoids cost of about \$50 for each container in labor, trans- portation, gasoline and expense of destruction (\$50 x 10)		500	
		Estimated annual savings	\$1,	022	
		Less: Cost to take unclassified maps to Kline Paper Co. (6 hrs. x \$3.40 per hour)	<del></del> -	20	
		Net Savings	\$1,	002	

#### SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-358:

dated 7 March 1975

GS-14

Intelligence Officer
Directorate of Intelligence/OER

A. Summary of Suggestion

#### 1. Background

Except for some doors with cipher locks, whose latches have now been made nonfunctioning, doors in the Headquarters Building latch shut and must be opened by turning a smooth, slippery knob. The latches serve no useful function because the spring closures hold the doors shut.

#### 2. Suggestion

Replace latches with blanks on doors to stairways, washrooms and utility rooms, thus making it easier to open the doors. Some latches are becoming sticky and/or the knobs have loosened and do not readily operate the latch. A nonfunctioning latch can trap someone in a washroom or utility room or can interfere with the use of a stairway in an emergency.

#### B. Evaluations

- 1. OL/SMFB said that implementation of this suggestion as presented would be in direct conflict with fire regulations currently in effect. However, a study was made which indicated that the only realistic solution is to actively inspect all door knobs and latch sets located in common use areas and initiate corrective action when malfunctions are found. As a part of its Management by Objectives Program, OL/SMFB developed an inspection checklist to be used as a tool for identifying areas and facilities in need of cleaning or repair. In response to this suggestion, door knobs and latch sets have been added to the checklist and will be inspected during each scheduled inspection. OL agrees that a minimum award is warranted.
- 2. OS/Safety Branch concurred in the OL evaluation. OL's scheduled inspection of door knobs and latch sets should identify any such devices that are difficult to open.

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- C. Recommendation of the Executive Secretary
  - 1. Not line of duty.
  - 2. \$50 award (MODERATE/EXTENDED).
- D. Decision of the Chairman

25X1A

Chairman, Suggestion and Achievement Awards Committee

7 June 76

# SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-408: dated 23 September 1974
GS-07

25X1A

Document Control Specialist, GS-07

25X1A

Management Officer

Directorate of Science and

Technology/OD&E

SUGGESTION NO. 76-262:

dated 19 August 1975, GS-12

25X1A

Records Admin Officer

Directorate of Administration/OC

## A. Summary of Suggestions

The suggesters designed a microfiche reader and reader/ printer security check card (sample cards attached) to indicate all microfiche has been removed and the equipment is secure.

# B. Comments and Evaluations

1. At the time Suggestion No. 76-262 was initially received by the Committee's Staff in August 1975, Suggestion No. 75-408 was already in use in OD&E/DD/S&T and being evaluated by Office of Security for Agency-wide use. In April 1975, Chief, Micrographics Programs Branch commented regarding 75-408:

"Good idea. We are using it in MPB and suggesting it be adopted for Agency use. Have passed along to OS."

Thus, 76-262 was declined as a duplicate of 75-408.

25X1A 2. (76-262), in his capacity as Records Admin Officer, OC, then took his "Secured Card" and a

printing requisition for 250 copies to Chief, Information Systems Analysis Staff, who approved the card with two (2) minor changes. Chief, ISAS was not aware of the comments stated in paragraph 1, above, regarding 75-408 or the pending study by OS when he approved the requisitioning of 250 for suggestion (76-262).

25X1A

- During the ensuing months, many inquiries were received from various michrofiche users in the Agency, and a reorder for 500 cards was placed with Records Administration Branch. When the cards were received, they were distributed to the requesters, and a supply was given to the Micrographics Programs Branch. When MPB received these cards, they were under the impression that they were the result of 75-408. MPB showed these cards in their training course to the Microfilm Users Group and also to the Federal Government Micrographic Council of the National Archives and Records Service. NSA, after receiving a copy at the FGMC, contacted RAB for a supply. Three hundred cards were sent to NSA in late November 1975. In February 1976, NSA contacted RAB for an additional supply; since there was no stock available, NSA produced their own supply of cards.
- 4. In February 1976, OS replied to 75-408 saying that there have been no security violations charged as a result of a piece of classified microfiche being left in a reader. This may result from the diligence of personnel utilizing microfiche readers, or it may be a combination of conscientiousness and the use of the "SECURED" card. OS endorsed the use of the "SECURED" card.
- 5. Executive Assistant, OC said that 250 of the cards were distributed worldwide throughout OC as a result of Suggestion No. 76-262. The cards are also in use in the DDO Publishing Program and have been distributed to operating desks and field installations. Also, copies of the card have been distributed to recipients of "201 Microlistings" by the ISG Micrographic Branch.
- 6. Chief, ISAS commented that although the card proposed in 76-262 is being widely used, 75-408 addressed itself to the same idea earlier and should share equally in an award.

- C. Recommendation of Executive Secretary
  - 1. Not line of duty.
  - 2. \$300 award equally shared among the three (3) suggesters (SUBSTANTIAL/BROAD).
- D. Decision of the Chairman

25X1A

Chairman, Suggestion and Achievement Awards Committee 7 Jane 76

300,-

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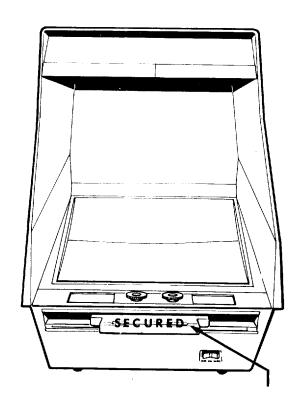
75-408

SECURE



#### PLACE IN MICROFICHE READER CARRIER

This card is to be inserted into the reader's and/or reader-printer's microfiche carrier to indicate all classified microfiche has been removed and the reader is secured.



# SECURED

#### SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-57:

dated 27 August 1975

GS-09

25X1A

Film Editor

Directorate of Intelligence/CRS

#### A. Summary of Suggestion

#### 1. Background

CRS/Document Services Group/Central Libraries Division film inspectors and editors filled out film inspection cards, noting the condition of films being returned, loaned, etc. The film librarian needed to refer to some information on the cards, but did not have ready access to them. Much information put on the film inspection cards was not needed for film inspection use and was repeated information found on the processing form. Several hours were spent going back and forth between inspection and library to verify the information the librarian lacked (attached is a sample of Form 350, Film Inspection Card).

#### 2. Suggestion

Use the Rolodex 3 x 5 inspection card system. This system requires less storage space than the former 5 x 8 cards and eliminates duplication of information between inspection and processing form (photo of Rolodex vs. 5 x 8 card system attached).

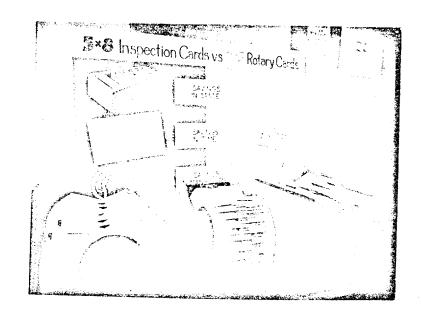
#### B. Evaluation

- 1. CRS converted the film inspection card system to the Rolodex system in April 1976. The Rolodex file results in the following benefits:
  - a. Eliminates the need for pulling and refiling inspection cards; reduces the number of information blocks currently used, but no longer required in the film inspection process. The former method required 4 hours per week vs. 1 hour per week under the new method or a savings of 156 man-hours annually @ \$4.94 per hour (GS-06/2) = \$770.64 annually.

- b. Ten square feet of office space are saved -- old system 14 1/3 square feet vs. 4 square feet for the new system or a total savings of \$560.
- c. Printing costs -- Direct cost of printing the initial 16,000 3x5 cards was \$40.83. Direct cost for replenishment of 1,000 3x5 cards per year will be \$7.27 vs. \$11.47 for 1,000 5x8 cards. Form savings will be \$4.20 per year after the initial cost of \$40.83 is amortized.
- C. Recommendation of the Executive Secretary
  - 1. Not line of duty.
  - 2. \$150 award based on annual savings of \$1,335 (\$120), plus MODERATE/LIMITED intangible benefits (\$30).
- D. Decision of the Chairman

_25X1A		7 June '76
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EXECUTIVE SECRETARY

#### SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-268: dated 22 January 1976

dated 22 January 1976 GS-06

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Secretary

Directorate of Science and Technology/NPIC

#### A. Summary of Suggestion

#### 1. Background

The char force escort in noted that on the south end of the sixth floor the doors leading to the vaults are locked. The vault room number is on the inside of the locked door; this number was needed to give to security when asking for assistance in opening and/or closing the vault. Also, no telephones were in the hall to use to call security; unless you knew the cypher number to the locked doors, it was necessary to go to the north end of the sixth floor and down the stairway to the fifth floor to use the hallway phone.

#### 2. Suggestion

Place the vault room numbers on the outside of the doors and install a telephone in the hallway.

#### B. Evaluation

- 1. NPIC said that vault room numbers are to be placed on the outside of the vaults, as the result of another suggestion, in November 1976 when internal building moves are completed.
- 2. NPIC said that it was an oversight not to place a phone on the south end of the sixth floor. As a result of this suggestion, a request was written on 3 March 1976 to do so. The phone is a convenience to the char force escorts working overtime. It results in more effective utilization of GS-06 time (\$4.80 hourly), at rate of one-half hour weekly or 26 hours annually for a minimum total of \$125. Intangible benefits are MODERATE/LIMITED, resulting in more effective use of cleaning crews. Formerly, there was a delay in the char force's work.

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- C. Recommendation of the Executive Secretary
  - 1. Not line of duty.
  - 2. \$30 award based on combined savings of \$125 and intangible benefits of MODERATE/LIMITED.
- D. <u>Decision of the Chairman</u>

25X1A

Chairman, Suggestion and Achievement Awards Committee 7 June 76
Date

# SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-273: dated 30 January 1976 GS-07

25X1A

Secretary

Directorate of Science and Technology/NPIC

#### Summary of Suggestion Α.

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Post a sign at the entrance to the cafeteria stating the time the doors are locked at breakfast, lunch and coffee breaks and where to exit. Many times employees push on the doors not realizing that they are locked and visitors do not know that the exit is inconspicuously located at the side of the cafeteria around the corner.

#### Evaluation В.

- 1. NPIC representatives discussed the feasibility of such a sign with the cafeteria manager. It was decided that NPIC would order a sign made. The sign is now in use. The cafeteria manager puts the sign in a stand when the doors are locked, i.e., morning, lunch, and afternoon break.
- 2. NPIC rated intangible benefits MODERATE/ LIMITED. It eliminates frustration and possible jammed The NPIC Safety Officer concurred. fingers.
- Recommendation of the Executive Secretary C.
  - Not line of duty.
  - \$25 Advisory Award.
- Decision of the Chairman D.

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	Chairman, Suggestion and Achievement
	Awards Committee

7 June 16

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# SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-297:

dated 13 February 1976

, GS-11

Operations Officer

Directorate of Operations/OPS

25X1A

#### A. Summary of Suggestion

#### 1. Background

DDO Area Divisions route memoranda requesting operational training and special approvals for clandestine assets through OPS/OSG/OC, who routinely order and review the 201 personality files on these assets prior to forwarding the memoranda to other Agency components. Approximately 25 memoranda received monthly identified assets by cryptonym only which is not sufficient to enable OPS/OSG/OC to locate the assets' files. This necessitates the OPS/OSG/OC reviewer contacting the originating desk to obtain the required information, adding to the processing time and delaying the request to other Agency components.

## 2. Suggestion

OPS/OSG/OC send a memorandum to all DDO Area Divisions, through their respective area RMO's, requiring that 201 numbers of clandestine assets be included in memoranda routed through OPS/OSG/OC; and that subjects of such memoranda be identified by true name when no 201 numbers have been assigned.

#### B. Evaluation

1. C/OSG/OC said that they are currently in the in the process of revising Operations Staff regulations.



During this process, they will include an addition which will require that 201 numbers of clandestine assets be included in memoranda routed through OPS/OSG/OC. It will probably be several months before the updated regulatory issuances are printed. Meanwhile, OPS will verbally notify area divisions and staffs to fill in the 201 number on the paperwork which will facilitate processing time.

- 2. ISG/DIM said that approximately 8 hours are saved monthly or 96 hours annually @ GS-06 level or \$4.80 per hour = \$460. Intangible benefits are MODERATE/LIMITED. The change will speed up service from OSG/OC to various DDO components.
- C. Recommendation of Executive Secretary
  - 1. Not line of duty.
  - 2. \$75 award based on annual savings of \$460 (\$50), plus MODERATE/LIMITED (\$25) intangible benefits.
- D. Decision of the Chairman

	25X1A		7 June 76
•		Chairman, Suggestion and Achievement Awards Committee	Date
<b>s</b>		<b>75.</b> - Award	

# SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-309: dated 20 February 1976

25X1A

GS-13
Plans Officer
Directorate of Operations/SS

## A. Summary of Suggestion

Include Metrobus routes on the Carpool Locator Maps to assist those who may wish to consider Metrobus transportation either as their regular means of transportation to and from work or to solve a temporary or unusual transportation problem.

## B. Evaluation

1. As a result of this suggestion, a sign was posted next to the Carpool Locator Board on 24 May 1976, stating:

For Metrobus route, schedule and fare information, call Extension 7808.

The Fine Arts Commission approved the action.

2. Chief, Benefits and Services Division commented that it is anticipated that the sign may encourage employees to inquire about Metrobus transportation and thereby possibly help to alleviate part of the parking and traffic problems. The sign will provide information which is not currently in the Agency telephone directory or posted on any bulletin boards.

# C. Recommendation of the Executive Secretary

- 1. Not line of duty.
- 2. \$50 Advisory Award.

D.	Decision	of the	Chairman

25X1A

Chairman, Suggestion and Achievement

Awards Committee

7 June 76

Date

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# SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-321: dated 28 January 1976

, GAD-04 (GS-16 equiv)

25X1A

DC/Photo Plate Directorate of Science and Technology/OTS

## A. Summary of Suggestion

### 1. Background

The Columbian flat bed intaglio printing press utilizes a hand feed board. When in operation the press feeder stood dangerously close to the moving press plate planks. This was hazardous because the plate printer's clothing could get caught between the press plank mechanism and the press bed.

#### 2. Suggestion

The suggester designed, fabricated and installed a safety cover guard to eliminate the hazard. The guard was constructed from a sheet of brass formed and bolted to the outside of the feedboard. It overlaps the open area in front of the moving press plank and eliminates the possibility of injury caused by the former condition (photographs attached). The guard is also easily removable for mechanical servicing of the press, if necessary.

#### B. Evaluation

1. OTS/GARB said that the safety cover guard resolves a safety hazard present for many years. This particular piece of equipment is a specialty item only operated several times each year. Fortunately, the hazard potential has been low on a frequency of occurrence basis. It is a seldom used specialty press, so operators probably have been more inclined to tolerate its antiquity (including hazards) knowing they would not have to work with it on a daily basis. The point immediately above the new guard is an operator station requiring considerable concentration when the press is running. It is easy to visualize the operator's clothing getting caught in the moving plank which is shielded from the operators view by the feedboard, when his attention is on the feedboard and his posture leaning into it. OTS rated intangible benefits SUBSTANTIAL/LIMITED and recommended a \$100 award.

- 2. DD/S&T Committee Member concurred in the SUBSTANTIAL/LIMITED rating but recommended a \$75 award.
- C. Recommendation of the Executive Secretary
  - 1. Not line of duty.
  - 2. \$75 award (SUBSTANTIAL/LIMITED).
- D. Decision of the Chairman

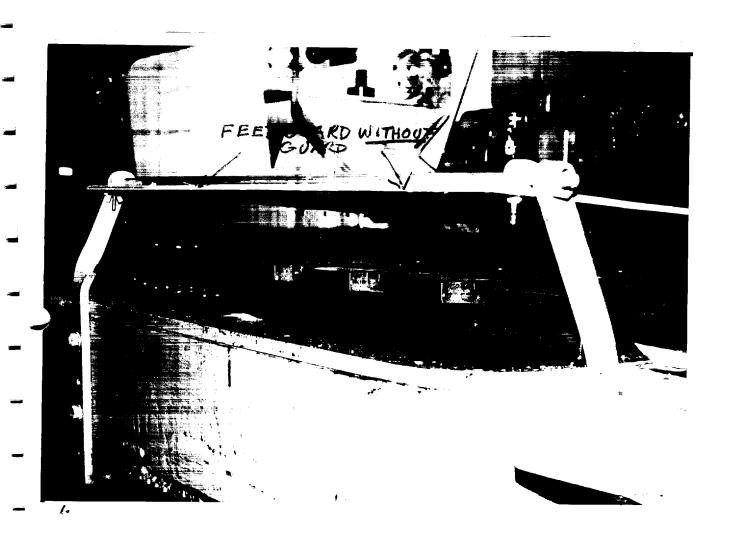
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Chairman, Suggestion and Achievement Awards Committee

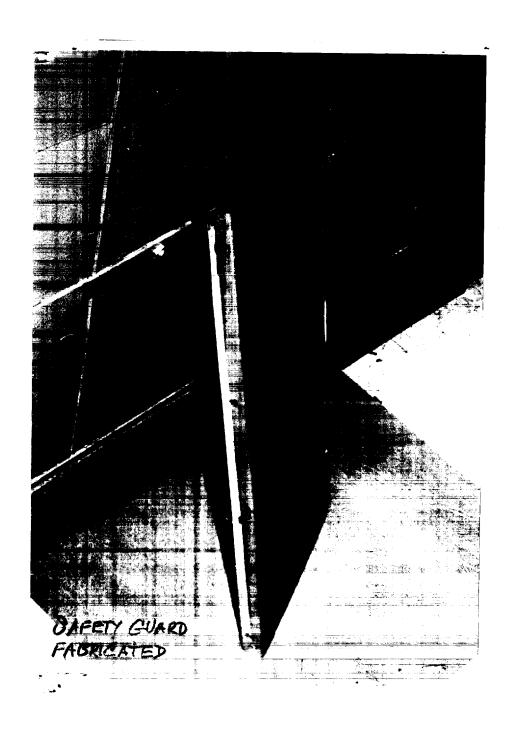
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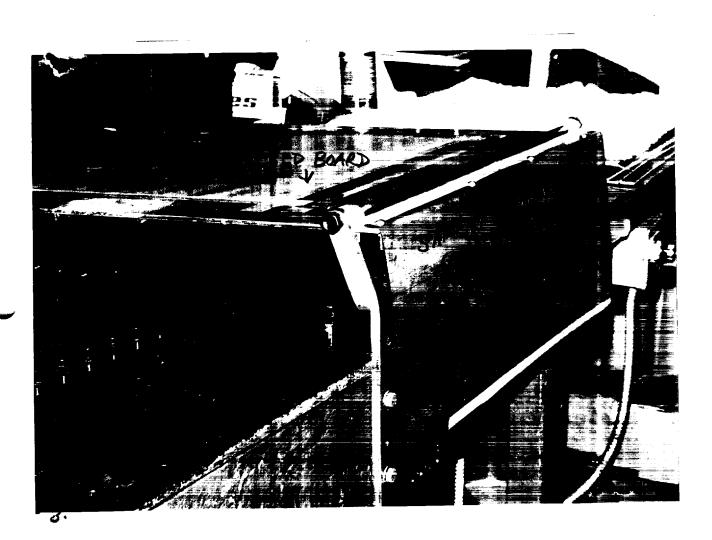
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EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE





#### SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-329: dated 3 March 1976

GS-07

25X1A

Computer Operator
Directorate of Science and
Technology/NPIC

#### A. Summary of Suggestion

Bright colored "Security Escort" badges be worn by all personnel escorting uncleared personnel within This would identify the escorts to the security guards and also to other NPIC employees.

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#### B. Evaluation

- 1. NPIC Security Branch had bright red "Security Escort" badges (sample attached) made up to readily identify those performing escort duty. NPIC Security Branch implemented a "zone concept escort program" to survey the uncleared contractors performing the work. Thus, escorts protect areas where the contractors are working rather than each contractor being assigned his own escort. In addition, escorts man the south stairwell and freight elevator, areas which Security Branch has designated as being open to the contractors for their use.
- 2. NPIC said that the suggestion results in a better security system throughout During the first three months of calendar year 1976, some 15 security violations had occurred in compared with 8 for all of 1975. Using this badge alerts Federal Protective Officers and employees that the uncleared contractors are being properly escorted and that a particular area is being protected against inadvertent disclosures. The FPO now knows to detain any contractor not accompanied by an employee with a "Security Escort" badge. The use of these badges is a substantial improvement to security procedures in

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	25X1A 25X1A 25X1A	3. Escorts used have been running at the rate of approximately 35 daily, 175 weekly, and a monthly volume of 700. Extensive renovation and construction is scheduled for in the months ahead. Phase I will extend through September 1976. Thereafter Phase II will start. These projects will involve all occupied areas of the building to include space formerly occupied by U. S. Geological Survey, as well as DIA, SPAD, and IAS occupied space. NPIC also plans to extend the use of the "Security Escort" badge to apply to Xerox Corporation employees and GSA personnel who visit in the future. Everyone in grade GS-12 and below, will be a contractor escort at least twice during the remainder of 1976 and perhaps for several months into 1977. The NPIC Suggestion Panel, because of the value of this system to the security of CIA and DOD components in rated the intangible benefits at SUBSTANTIAL/EXTENDED at the level of \$200.	25X1A
	<b>c.</b>	Recommendation of the Executive Secretary	
-		1. Not line of duty.	
		2. \$200 award (SUBSTANTIAL/EXTENDED).	
	D.	Decision of the Chairman	
	25X1A	Chairman, Suggestion and Date Achievement Awards Committee	
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# SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-331: dated 5 March 1976

GS-05

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FPO

Directorate of Administration/OS

## A. Summary of Suggestion

Place a blinking amber light, "Please Dim Your Lights" approaching Gates 1 and 3 of Headquarters. The bright lights blind the guards momentarily, making it difficult to see the badge being displayed.

#### B. Evaluation

- 1. Chief, Physical Security Division/OS said that a blinking amber light normally means caution and is not used to call attention to a message. Experience has shown that such a light, at night, has a tendency to destroy the driver's night vision and to be so bright that if there is a message on the sign, the message is obscured. The cost of the proposed electrical sign is \$8,200.
- 2. As an alternative standard signs stating "Please Dim Your Lights" were placed outside Gates 1 and 3 on 25 May 1976. The two (2) signs cost \$42. Safety Branch concurred in the placement of the signs.
- C. Recommendation of the Executive Secretary
  - 1. Not line of duty.
  - 2. \$50 award (MODERATE/EXTENDED).
- D. <u>Decision of the Chairman</u>
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Chairman, Suggestion and Achievement Awards Committee

7 June 76

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#### SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-370:

dated 25 March 1976

GS-03

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Courier

Directorate of Administration/OL

#### A. Summary of Suggestion

#### 1. Background

Many mail and courier carts do not have warning devices to use when turning corners or entering rooms to alert people.

#### 2. Suggestion

Install bells or horns on all mail and courier carts for use as warning devices.

#### B. Evaluation

- 1. OL said that bicycle-type bells are widely used on electric and push carts throughout Headquarters Building. Experience has shown that they are an effective and inexpensive means of preventing accidents.
- 2. Previously, bells were on all mail and courier carts, but for some unknown reason, the bells have been removed from the carts. As a result of this suggestion, action is currently being taken to rectify this situation and replace all bells.

- C. Recommendation of Executive Secretary
  - 1. Not line of duty.
  - 2. Certificate of Appreciation.
- D. Decision of the Chairman 25X1A

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